

**INITIAL COMMUNICATIONS**  
**CHM 14 through 17**

**14 GENERAL REQUIREMENTS FOR COMMUNICATING WITH THE PARTIES:**

- 14.1 Overview:** Immediately after docketing a petition, the Regional Director acknowledges receipt of the petition by sending an appropriate letter to the petitioner and/or any labor organization, agency or activity affected by issues raised by the petition. The contents of opening letters are dependent on the purpose and sufficiency of the petition ([CHM 15 - information about notification](#)). Normally, a petitioner is not sent a letter acknowledging receipt of the petition unless the petition is defective ([CHM 15.4](#)). A petition is opened when the region sends letters to affected parties notifying them of the petition ([CHM 15.8](#)). The petitioner receives copies of these letters ([CHM 15.4.3](#)). At a minimum, initial correspondence to the parties includes a copy of the petition and a request for a designation of representative (FLRA Form 75). The cover letter also designates the name and telephone number of the agent to whom the case is assigned ([CHM Figures 15.8A & B, 15.9](#)).

Once the petition is opened and the affected parties are designated, the Regional Director is required to serve copies of every amended or cross petition and any documents emanating from the region on all affected parties.

- 14.2 Designation of representative:** As set forth in [CHM 14.1](#), a designation of representative, is sent to all parties. FLRA Form 75, Notice of Designation of Representative, is for the convenience of the parties and notifies the Regional Office of the name and address of their counsel or other representative. However, any written designation, signed by a person in an official capacity with authority to bind a party, is sufficient. If an FLRA Form 75 or other written statement of designation is not submitted by a party, the petition is processed utilizing the name and address stated on the petition for that party.

**NOTE:** *A petition filed by a local activity or labor organization on a matter relating to the representation of employees who are part of a nationwide exclusive bargaining unit or an agency-level consolidated unit is not defective if: (see [CHM 4.7](#) for details and [CHM 12.3](#))*

- 1) *the parties to the certification appear on the caption of the petition (Items #3 and #4);*
- 2) *the petition reflects that the parties to the certification are the parties that are filing the petition; and*
- 3) *the local activity or labor organization that is filing the petition on behalf of the certified representatives confirms it has been designated as the petitioner'(s)*

***representative.***

- 14.3 Service of documents on designated representatives:** After a party designates a representative, copies of all documents and subsequent written communications are served on the designated representative and a copy is sent to the party in accordance with § 2429.12 (service by the Authority and Regional Directors) and § 2429.27 (service by the parties) (see [CHM 6.3](#)). Such designation remains valid until a written revocation is filed. If a case is no longer within the jurisdiction of the Regional Office where such a designation or revocation was filed, the Regional Office immediately notifies the appropriate Regional Office of the designation or revocation.
- 14.4 Notification of change in assignment:** In the event that a change is made in the agent assigned to the case, the Regional Office promptly notifies the parties by letter (see [Figure 14.4](#)).